

City of Mountain Park Building Permit Process

I. APPLICATION REQUIREMENTS

1. **For interior renovations to an existing building**

- Interior renovations are projects that do **not** include any work outside of the exterior building walls
- Provide completed application form, survey (i.e. a mortgage survey) & application fee. Clearly describe the scope of work & provide additional sheets as needed for clarity to the city clerk.
- Allow 5 days for staff review of this permit application.

2. **For additions to an existing building**

- Provide all of the above.
- Provide survey of existing building and property that includes the house, deck and driveway location and all building setback lines. This survey must be prepared by a registered surveyor (i.e. a mortgage survey) & must be to scale.
- Provide a copy of the county septic permit if bedrooms are added.
- Show the proposed addition, including decks, arbors, porches and other outdoor structures. The addition must include the dimensions and be drawn to scale. See checklist A for complete requirements. **For projects within 200 feet of a lake or stream, review by the state may be required (see Section V. Checklist B for complete information.)**
- **Allow 1 month for BZP review of this permit application. Allow up to an additional 45 days for state review.**

3. **For new construction**

- Provide all of the above plus 3 sets of the building plans with dimensions.
- Land Disturbance Bond of \$1,000.00 (refundable)
- Provide sewer tap receipt or copy of septic permit.
- Allow a minimum of 1 month for BZP review of this permit application.

4. **FAQ's**

- All structural, mechanical and electrical work requires a permit and inspections by the city inspector. Work must comply with CABO codes.
- Minor repairs and replacements do not require a permit; i.e. replacing a roof does not require a permit unless the rafters are replaced. Replacing deck boards does not require a permit but enlarging a deck or a new deck does. Adding a ceiling fan to an existing electrical box does not require a permit. Extending the electrical wiring for any reason does require a permit. Retaining walls of 4 feet or more and not part of the foundation **do** require a certificate of engineering and/or an inspection. Fences and driveways do not require a permit but must be in compliance with city codes.
- All required information must be submitted **prior** to application review by the city.
- Permits are valid for 1 year after the date of issuance. A permit cannot be phased over time. **A permit is expired when the first certificate of occupancy/completion is issued or at the end of the year period, even if all of the work shown on the permit is not complete.** A new permit extension will be required for any additional work. The original permit fee only includes one of each type of inspection-extending the permit may create additional inspections and additional inspection fees.
- **All Taxes and utility fees must be current & paid in full prior to issuance of permit.**

Zoning (excerpt)

- Minimum distances from property line- Front, corner (facing any street) & rear building setback- 25'. Side setback-10'.
- Minimum heated area-1350 square feet
- Minimum lot area: Lots served by public sewer- 12,500 square feet. Lots with septic system- 33,750 square feet.
- Compliance with city ordinance #239-00 standards for protection and preservation of trees in the city. **(Copy available at City Hall)**

II. BUILDING PERMIT FEES

Application fees for building permits shall be based on the following:

Application Fee for new construction (non-refundable)	\$ 50.00	
Application Fee for all other construction (non-refundable)		\$ 35.00

Inspection fees for building permits shall be based on the following:

Cost per finished square foot (includes the standard inspections)	\$.35	
Cost per unfinished square foot (includes the standard inspections)	\$.25	
Minimum inspection fee (per site visit)		
\$100.00	Certificate of Occupancy Fee / Certificate of Completion Fee	
\$ 25.00	SWCC review- Fulton County	No Charge
	SWCC review- Cherokee County	\$ 30.00
\$300.00	Emergency off-schedule Inspection Fee*	
	Re-inspection Fee (initial inspection does not pass)*	\$100.00

*Special inspection fees must be paid prior to the inspection directly to the City Clerk.

Other Fees:

Sewer Tap Fee	\$ 2,250.00
Water Service Fee	\$ 1,200.00
Variance application	\$ 400.00
Land Disturbance Bond (refundable)	\$1,000.00

Fees are subject to change.
Work must begin within 180 days of issuance of permit.

III. INSPECTIONS PROCESS

The City Clerk will issue the permit & card with the assigned permit number. The card must be prominently displayed on the building site.

There are two types of inspections - Standard and Special. Standard Inspections are listed in the section below. The cost of Standard Inspections is included in the Permit Fee, as long as the inspection is performed in accordance with the standard inspection procedure. Standard Inspections are conducted on Wednesday of each week. Special Inspections include re-inspections and inspections that are requested with less notice or on a day other than the standard weekly inspection day.

REQUIRED STANDARD INSPECTIONS:

An inspection must be requested at various stages during construction to allow the Inspector to determine whether the construction is in compliance with current codes. Each inspection will include a review of the site's soil and erosion control measures. The person (or their representative) to whom the permit has been issued must call the City to request an inspection at each of the following stages:

1. Site Inspection: Required prior to any disturbance or grading.

Off street parking:	Minimum 400 square feet of gravel.
Erosion Control:	Silt fence - Properly located and installed.
Construction Entrance:	Correct rock pad, with Geo-Textile Underliner.

2. Footing Inspection: The Inspector may require compaction testing if the soil conditions in the footings appear to be unsatisfactory.
3. Slab inspection: The Inspector may perform the slab inspection at the time of the footing inspection, or the Inspector may waive the slab inspection if it is determined to be unnecessary.
4. Rough Inspections shall include the following system and assembly inspections:
 - Rough Plumbing
 - Rough HVAC
 - Rough Electrical: The rough electrical work must be inspected prior to installation of insulation.
 - Framing Inspection
5. The Final Inspection shall include the following system and building inspections:
 - Final Plumbing
 - Final HVAC
 - Final Building - including a final site inspection.

After the Inspector has observed that the construction is complete, the Inspector shall notify the City Clerk that the Certificate may be issued. The City Clerk will issue the Certificate of Occupancy or Certificate of Completion.

A Certificate of Completion will be issued for all projects that are considered non-habitable structures, such as garages and swimming pools, when the work is complete.

The scope and sequence of inspections may vary depending on the conditions and circumstances of each project.

STANDARD INSPECTION PROCEDURE:

1. When an inspection is needed at each of the required stages of construction, the applicant or contractor will contact the City Clerk and request the inspection.
2. The City Clerk will keep a list of all requested inspections and call the Inspection Agency by noon on Tuesday.
3. The Inspector will come to the site and perform all scheduled inspections. If the inspection is a Special Inspection (re-inspection or other inspection) payment must be received by City Hall prior to the inspection.

Canceling the requested inspection:

If the applicant or contractor decides that they are not ready for the inspection, they may cancel the inspection. The request to cancel the inspection must be made to the City Clerk 2 days preceding the scheduled inspection.

In the event that the Inspector arrives at the Site and is asked not to perform an inspection, the Inspector will confirm with the City Clerk whether the inspection was canceled properly. If the inspection was not canceled properly, the Inspector will advise the City Clerk and the person at the site that a Special Inspection Fee is due and payable.

Cash payments for Special Inspections may only be made directly to the City Clerk.

STOP WORK ORDERS:

The Inspector may issue stop work orders if:

- Soil and erosion measures are not installed or maintained properly
- Construction problems are not corrected
- Re-inspection fees are not paid at time of service
- A situation that is unsafe or otherwise a threat to the safety or well being of the citizens of Mountain Park needs to be corrected

All points of failure during an inspection will be documented in writing and a copy will be provided to city as well as the applicant or contractor.

IV. SITE PLAN REQUIREMENTS

An erosion and sediment control plan must be approved by the SWCC if either of these conditions applies:

- ☐ The entire site is 1.1 acre or more.
- ☐ The site is within 200 ft. of State Waters (Lakes, Streams, & Swales conveying water across property lines). The swale or ditch does not have to contain water at the time of permitting.

The BZP will review the application and site plan to determine if review by the SWCC is required. If review by the SWCC is required the City will transmit the application and site plan documents (including the erosion control plan and details) to the SWCC

PLAN REVIEW CHECKLIST A

For all applications the information in the following Plan Review Checklist A will be required.

Project Name _____ Date _____

Site Plan Requirements:

1. Graphic scale and North arrow.
2. Vicinity map - small map showing site relative to nearest intersection.
3. Plan scale to be 1"=20'.
4. Boundary survey showing all structure and building dimensions, distances to property lines, parking and driveway locations and building setback lines.
5. Existing and proposed contours at a 2 foot interval.
6. Plans must be signed & sealed by a plan preparer registered in the State of Georgia (i.e., land surveyor, engineer, landscape architect or other state registered qualified plan preparer).
7. Location of erosion and sediment control practices, using uniform coding symbols from the Manual for Erosion Control in Georgia, Chapter 6, with legend.
8. Name, address and phone number of developer and owner.
9. Name and phone number of 24-hour local contact that is responsible for erosion and sediment controls.
10. Size of project site.
11. Certification by the plan preparer and owner that the site is not within 200 feet of state waters. In the event the site is within 200 feet of state waters as determined by the plan preparer or as determined by the BZP the information in the following Plan Review Checklist B will also be required.
12. Show compliance with city ordinance #239-00 to establish standards for the protection and preservation of trees within the city.
13. All over-due city and county taxes and utilities are paid in full.
14. Obtain written permission from the BZP Committee for use of City streets and right-of-ways if needed.

15. Any additional information that may be requested by the City of Mountain Park.

PLAN REVIEW CHECKLIST B

In the event the site is within 200 feet of state waters as determined by the plan preparer or as determined by the BZP Committee, the information in the following Plan Review Checklist B will also be required.

Additional Site Plan Requirements:

1. Adjacent areas - neighboring areas, such as streams, lakes, residential areas etc. which might be effected should be shown on plan.
2. Delineate all state waters located on or within 200 feet of the project site.
3. Delineate contributing drainage areas both on and off site.
4. The twenty five foot undisturbed buffers of state waters and 100 foot management zones along designated trout streams must be delineated. Where encroachment into buffers or management zones is proposed, provide documentation that appropriate variances have been obtained. *
5. Include soil series and their delineation.
6. Description of existing land use at project site and description of proposed project. Include land lot and district for site location.
7. FEMA map reference and flood plain elevation. (Lots abutting lakes only)
8. Activity schedule show anticipated starting and completion data for project events including vegetation/mulching. Include the statement in bold letters that “The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with, land-disturbing activities.”
9. Include specific design information and calculations for all structural measures on site, such as temporary sediment basins, retrofitted detention ponds, and swales.
10. Show storm drain pipe and weir velocities and demonstrate how receiving area will accommodate discharges without erosion.
11. Vegetation plan - for all temporary and permanent vegetative practices. Including species planting dates and seeding, fertilizer, lime, and mulching rates. Vegetative plan shall be site specific for appropriate time of the year that seeding will take place and for the appropriate geographic region of Georgia.
12. Detailed drawings - for all the structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
13. Maintenance statement - “Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.

* EPD VARIANCE for encroachment into a 25 ft. State Water Buffer. Written permission is required from the EPD for any land disturbance, including clearing, which encroaches into the 25 ft. State waters buffer. This Buffer is measured 25 ft. from the top of bank. Written document must be provided with plan submittal prior to review. Contact Peggy Chambers 404-675-6240